



Department of Housing and Community Development

November 1, 2007

NOTIFICATION OF VACANCY

**PROGRAM SUPPORT SPECIALIST
(Administrative & Office Specialist III)**

POSITION #00039

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

HIRING RANGE:

\$30,000 - \$35,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a Program Support Specialist to provide administrative and executive level support to the Deputy Directory and staff of the Division of Community Development. Selected candidate will provide administrative support for implementation of the Community Development state and federal grants. Duties: act as main point of contact for Deputy Director; format correspondence and reports, update and create databases, coordinate logistics for events, meetings and workshops, maintain files and mailing lists, mail distribution; process invoices, travel vouchers and orders; provide prompt and courteous customer service to the agency's customers and clients within assigned Division and when necessary, agency's main phone line when providing relief to front desk receptionist.

QUALIFICATIONS GUIDE:

Considerable knowledge of office procedure and management. Significant working knowledge of business English, proper grammar, spelling, punctuation and proof reading. Considerable knowledge and skill with Microsoft Word, Excel, Access, PowerPoint and Publisher. Demonstrated knowledge of accounting guidelines, procurement methods; organizing office work flow, events and meetings. Ability to manage multiple priorities and meet deadlines without close supervision; to work both independently and as a team; exemplify exceptional customer service skills to a variety of customers. High school graduate or equivalent with training in secretarial, business, word processing courses is desired. Considerable Executive or Administrative experience involving the performance of a variety of support and clerical tasks.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>. THIS POSITION IS OPEN UNTIL FILLED.

*For additional information please contact our Human Resource Office, at (804) 371-7000
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